

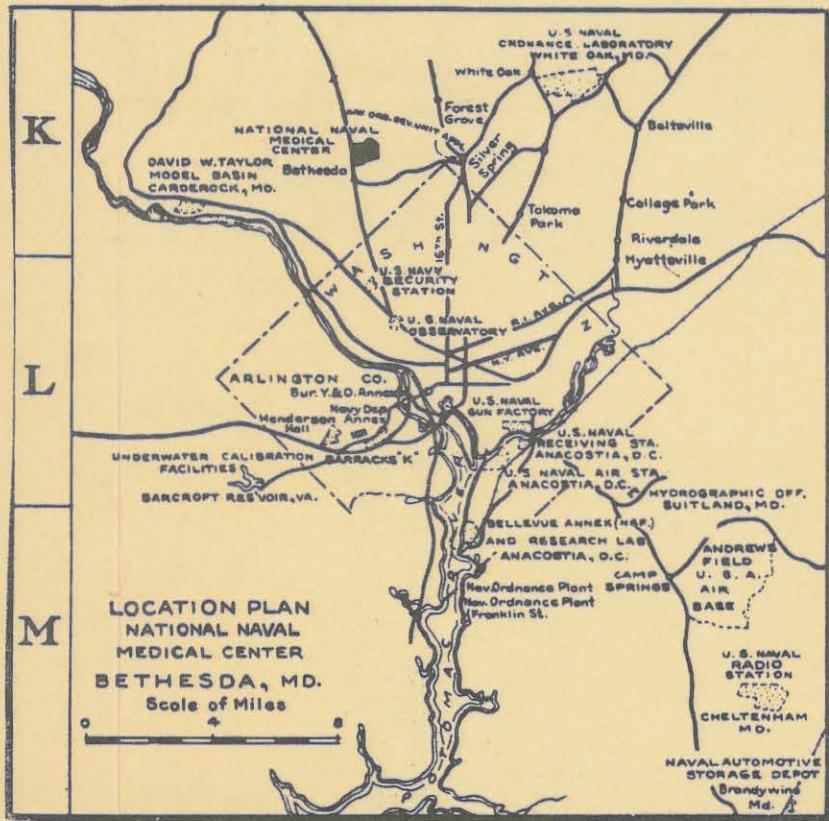
WELCOME ABOARD

A HANDBOOK
FOR NAVAL PERSONNEL



10 MARCH 1960

NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND



Commanding Officer, National Naval Medical Center, Bethesda, Md.

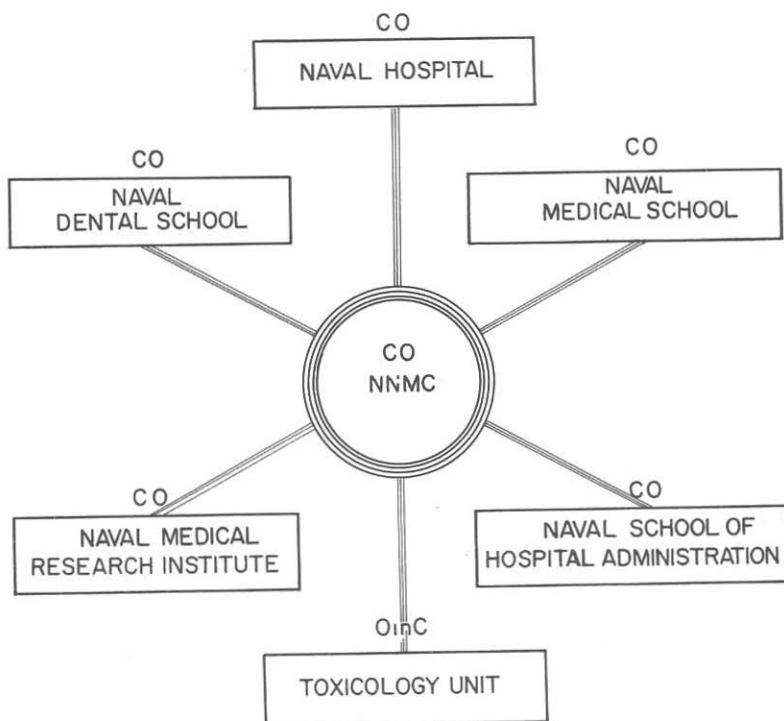
FOREWORD

The National Naval Medical Center and its Component Commands perform a vital mission for the Navy. They provide the highest type medical and dental service constantly improved by research. The extent to which the NMMC is successful is dependent upon the team work of all its personnel. You as a new arrival at the NMMC, are an integral part of the over-all naval medical program and a member of the TEAM.

I extend to you a hearty welcome.

[Signature]
Commanding Officer *[Signature]*

NNMC ORGANIZATION



The Medical Center is composed of six component activities, each with its own special functions and staff, yet under the overall military command and coordination of the Commanding Officer of the NNMC. These elements are the Naval Hospital, Naval Medical School, Naval Dental School, Naval Medical Research Institute, Naval School of Hospital Administration, and the Navy Toxicology Unit.

NATIONAL NAVAL MEDICAL CENTER

GENERAL

The National Naval Medical Center was first established in 1935 and consisted of the Naval Hospital, and the Naval Medical School, located at 23rd and E Streets, N. W., The present site of the Bureau of Medicine and Surgery. In 1938 money was appropriated for the acquisition of land in the District of Columbia or the vicinity thereof for the building of a new Naval Medical Center. The site, selected from among 80 others inspected, consists of 242.4 acres located approximately one mile from Bethesda, Maryland on the Rockville Pike (U. S. Route 240), opposite the National Institutes of Health.

COMMISSIONING

The newly constructed Medical Center was officially commissioned 5 February 1942, and the medical facilities thereto established by the Secretary of the Navy as the National Naval Medical Center, Bethesda, Maryland. On 31 August 1942 it was dedicated by President Roosevelt, which occasion also commemorated the 100th anniversary of the Bureau of Medicine and Surgery.

ARCHITECTURE

The permanent buildings are of structural steel, faced with precast-exposed aggregate concrete panels. At a distance the dark spandrels, vertically situated between the windows, serve to give the main building the appearance of having lofty square columns. The style is monumental, and its balanced beauty gives the observer a sense of quietness and repose. Various-colored terra cotta is extensively used in the interior corridors and rooms with a harmonious effect. The lobby walls are of Vermont marble in three colors trimmed with white bronze. The tower of the administrative building, which is on a bluff facing the Rockville Pike, dominates the landscape for many miles in all directions. It rises 558 feet above "Rockville Pike", and is devoted to wards and sickrooms. The entire eighteenth floor consists of lounges and solaria.

A "carillon" system broadcasts chimes and recorded music daily through a battery of powerful amplifiers mounted on the tower roof. Under normal atmospheric conditions the tones carry clearly over a range of two miles in every direction. A ship's clock, operating on this system, automatically strikes "ship's bells" on the hour and half-hour from seven a.m. to nine p.m. daily.

COMMAND CHARACTERISTICS

The National Naval Medical Center, is commanded by an officer of the Medical Corps of flag rank, who exercises administrative supervision over the following component activities and units: the Naval Hospital, Naval Medical School, Naval Dental School, Naval Medical Research Institute, Naval School of Hospital Administration, and the Navy Toxicology Unit. These component activities are commanded by senior officers of the Medical, Dental, and Medical Service Corps of the United States Navy.

The Naval Hospital, Naval Medical School, and Naval Dental School are housed principally in a centralized group of buildings. Separated from these buildings are the Naval Medical Research Institute, Naval School of Hospital Administration and the Navy Toxicology Unit.

NAVAL HOSPITAL

The Naval Hospital is fully equipped with modern facilities, and has been designated as a treatment center for neurosurgery, plastic surgery, oncology, neurology, thoracic and cardiovascular surgery, surgery for the deaf, acrylic ocular prosthesis, radioisotops laboratory procedures and tropical diseases and has been approved by the American Specialty Boards and the American Medical Association for intern and residency training.

DENTAL SCHOOL

The Naval Dental School also serves as a post-graduate institution and carries on a Dental Intern and Reserve Officer Training program as well as functioning as a training center for enlisted dental technicians throughout the Navy.

MEDICAL SCHOOL

The Naval Medical School is fundamentally a post-graduate institution in training officers of the U. S. and friendly foreign military services; but it also encompasses classes for enlisted men in various specialties. One of the primary divisions of the Medical School is the Correspondence Training Division which produces and administers courses to all categories of personnel. The Tissue Bank and the Edward Rhodes Stitt Medical Library are administered by the Naval Medical School.

RESEARCH INSTITUTE

The Naval Medical Research Institute conducts research contributing to the improvement of health, safety and efficiency of naval personnel. More than 100 laboratories maintain a research program in a broad area of biomedical study.

NAVAL SCHOOL OF HOSPITAL ADMINISTRATION

This school provides advance instruction in the modern theory and practice of hospital administration for Medical Service Corps officers of the Navy. In addition, a number of officers of the Army and Air Force, as well as military officers of foreign nations have graduated each year. To fulfill this task the curriculum is formed each year with the objective of preparing officers for positions of responsibility in the administrative management functions of military hospitals.

NAVY TOXICOLOGY UNIT

The Navy Toxicology Unit at the National Naval Medical Center, under an Officer-in-Charge, was established by the Secretary of the Navy on January 1, 1959, and is located in a wing of Building 119. The mission of the activity is to provide technical and specialized services in the fields of operational toxicology and health engineering as related to toxicity problems encountered aboard ships and in the design and use of new weapon systems, and to develop and provide biological data necessary for determining permissible limits so that precautionary measures, conducive to good health practices, may be prescribed.

REPORTING FOR DUTY

Personnel with orders to the respective NNMC Commands shall report to the appropriate Command in accordance with the following:

COMMAND
National Naval Medical Center

PLACE
Room 141, Bldg. #1
(Ext. 341 - 657)

Naval Hospital

Room 106, Bldg. #1
(Ext. 237 - 238)

Naval Dental School

NDS Info. Desk, Bldg. #1
(Ext. 264)

Naval Medical School

Room 353, Bldg. #1
(Ext. 397)

Naval Medical Research Institute

NMRI Info. Desk, Bldg. #17
(Ext. 450)

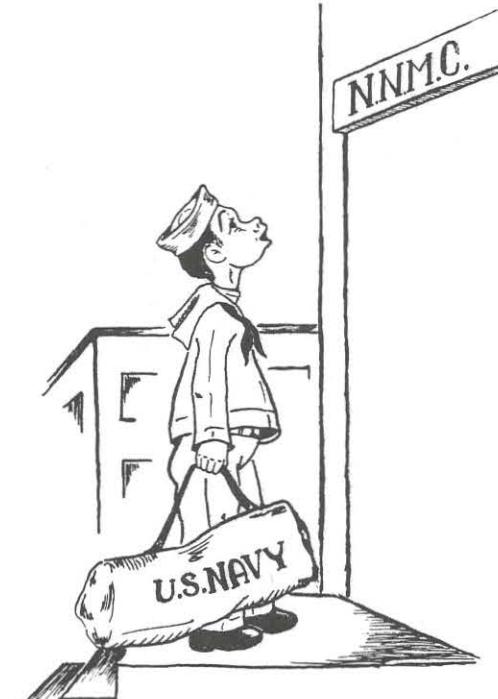
Naval School of Hospital Administration

Room 111, Bldg. #111
(Ext. 360)

Navy Toxicology Unit

Room 203, Bldg. #119
(Ext. 679)

Information may be obtained by calling OLiver 4-2500 and at the extensions listed above.



TRANSPORTATION

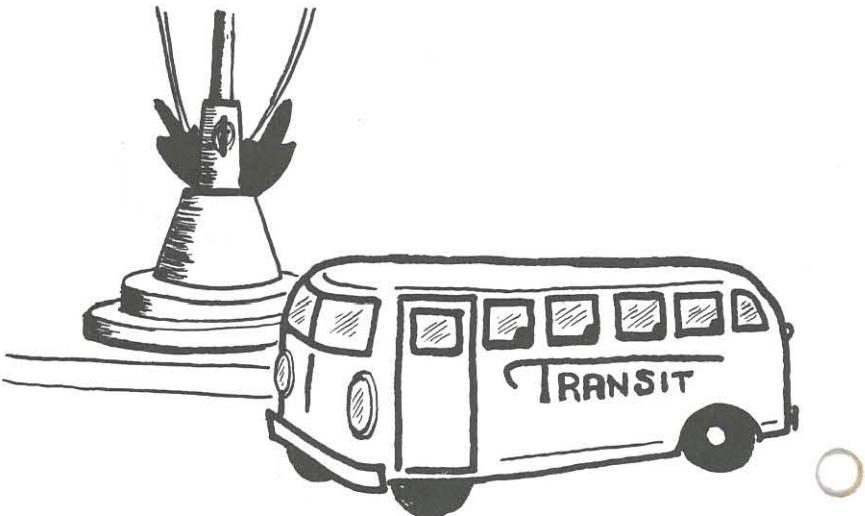
Navy vehicles are not available for transportation to the Center. Taxi fares are inclined to be expensive in view of the distance from air, rail and bus stations to the Center; city bus systems which serve the Center are described below.

FROM UNION (RAILROAD) STATION: Take D2 or D4 (Glover Park or McArthur Blvd) bus to Wisconsin Avenue, and "Q" Street, transfer to #30 bus (Friendship Heights) to Maryland-D.C. line, then transfer to the T-6 "Naval Medical" bus. This service from the MD -D.C. line is discontinued after 12:40 (0040) and resumed that morning at 5:23 (0523).

FROM INTERNATIONAL AIRPORT: Take an airport bus or taxi to 12th and Pennsylvania, transfer to #30 bus and follow routine as above.

BUS TERMINALS: Same as routing from Union Station.

The current fare on busses from Washington, D. C. to the Naval Medical Center is 40¢.



HOURS OF WORK

The hours of work for officer and enlisted personnel attached to commands of the NNMC are designated by the individual's Commanding Officer. In general, hours of work are from 0800 to 1630 Monday through Friday, and from 0800 to 1000 on Saturday for personnel assigned departmental or administrative watch.



MILITARY PAY DAYS

All military personnel attached to the NNMC and the several component commands are paid by check. Regular pay days for officers and chief petty officers will be on the 15th and 30th of each month except when either of these dates falls on a Saturday, Sunday, or legal holiday in which event pay day will be observed on the first regular work day following the weekend or holiday.

Regular pay days for enlisted personnel will be on the first working day following officers and chief petty officers pay days.

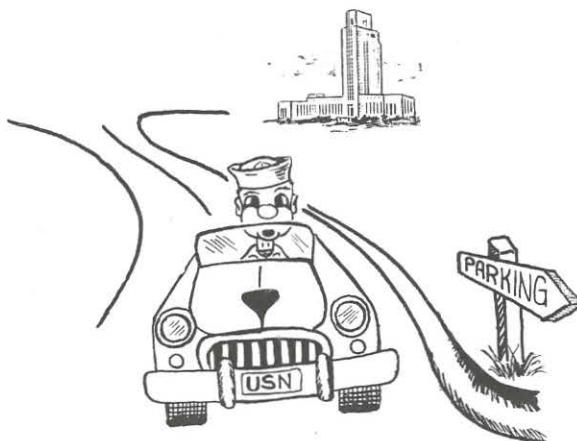
The payment of special money requisitions to both officers and enlisted personnel will be limited to cases of unforeseeable emergencies and to instances wherein a lack of payment would impose an undue personal hardship on the applicant.

DISBURSING



PARKING FACILITIES AT THE NNMC

Parking spaces on the NNMC reservation are available for the convenience of all NNMC personnel. Vehicles must be registered at the NNMC Security Office, Room 1h, Building #1. Automobile insurance, which includes public liability and property damage coverages, is required prior to issuance of a vehicle identification tag. Consult current NNMC Instructions regarding Traffic Regulations.



CLOTHING AND SMALL STORES

A Clothing and Small Stores is located in the south end of basement of Building 137. The hours of operation are from 0830 to 1300 and from 1400 to 1530 Monday through Friday.

LEGAL ASSISTANCE

Legal assistance is available to all active duty personnel. The Legal Department is located in Room 213, Building #1.

TELEGRAMS

Outgoing and incoming telegrams are handled by the Communications Center located across from the Information Desk in Building #1, open from 0800 to 2100 daily.

AMERICAN RED CROSS

The NNMC Chapter of the American Red Cross renders assistance to individuals in time of need, as well as entertaining patients with games and parties. The Red Cross also provides a wrapping service and handicrafts. The main office is located in Building #2, First Deck, adjacent to the Crew's library. Telephone extension 621.

OFF STATION HOUSING

Ample housing is available in the Washington metropolitan area, however, housing expense is somewhat higher here than in many areas of the United States. Public and/or low cost rental housing is very limited and long waiting lists exist. Private rentals are available at various rates, depending upon construction, location, utilities, space and many other considerations. Generally, one may expect to find adequate living accommodations at a price of about 1/3 more than authorized quarters allowance. As a rough guide, expect to pay from \$100 for 2 bedrooms; \$120 for 3 bedrooms; \$140 for 4 bedrooms. Houses usually rent at a higher rate than do apartments. Insist on an Armed Forces (official orders breaks) lease clause. Many shipmates leaving the area have listed with the Housing Officer, Bldg. 101, the dwellings which they are vacating, both for rent and for sale. A review of these listings is often helpful. The Washington Post and The Evening Star devote considerable space to real estate, especially the Saturday edition. Most of the adjacent municipalities such as Bethesda, Rockville, Wheaton, Silver Spring, have one or more weekly newspapers that contain extensive real estate information. The classified section of the Washington Telephone Directory is an excellent source for finding professional representatives in the real estate business. Usually, there is no charge for the assistance rendered the prospective occupant. The Housing Officer, located in Bldg. 101, is available to assist in your housing problems.



ON STATION HOUSING

Several sets of Public Quarters are located on the NNMC reservation for the occupancy of personnel assigned specific billets.

Bachelor Officer Quarters are available and suitable for temporary occupancy of junior officers. Officers permanently attached are not required to reside in BOQ. The Treasurer, Commissioned Officers' Mess (Closed) determines availability to these spaces. Nurse Quarters are provided for junior nurse corps officers. The Chief Nurse determines availability and assignments to these spaces. Enlisted barracks are provided for berthing of enlisted personnel assigned to the several commands of the NNMC. The building number, occupants, and management control are as follows:

NUMBER	OCCUPANTS	MANAGEMENT CONTROL
Bldg. 112	Male, NNMC, NMS, Toxicology Unit	CO, NNMC
Bldg. 123	Female, all commands	CO, NNMC
Bldg. 12	Male, NH (Staff & Students)	CO, NH
Bldg. 115	Male, NH	CO, NH
Bldg. 140	Male, NMS (Students)	CO, NMS
Bldg. 142	Male, NMRI, NDS (Staff & Students)	CO, NDS & NMRI

Married enlisted personnel residing within commuting distance of this command with bona-fide dependents may be permitted to live ashore and draw commuted rations.

NAVY RELIEF

All requests for assistance from Navy Relief can be handled through contacting the senior Protestant Chaplain at Room 203, Building #2. Telephone extension 324.

NNMC NEWS

The "National Naval Medical Center News" is published monthly for the benefit of all personnel. Unsolicited material, such as poetry, cartoons, features or news stories are accepted for this publication.

SICK CALL

Sick Call for military personnel is held at the Staff Clinic, located in Room 11 of Building #6 in accordance with the following schedule:

0800 - 0830 Military Personnel
1300 - 1400 Service Appointments
1000 - 1130 Physical Examinations
0800 - 1630 Emergencies

After regular working hours and on Saturdays, Sundays and Holidays, sick call and emergencies are handled at the Emergency Room located at the Ambulance Entrance on the north side of Building #1 on the First Deck.

DENTAL SICK CALL: Held in Room 174 of Building #1.

Hours: 0830 and 1300 Daily. Emergencies anytime.

COMMISSARY FACILITIES

The nearest commissary store to the NNMC is at Walter Reed Army Medical Center (6825 16th Street N. W., Washington, D. C.)

Other Commissary stores in the Metropolitan Area of Washington are located at:

Fort McNair (Army) (P St., between 3rd & 4th St., S. W. Washington)
Fort Myer (Army) (Fort Myer, Va. - U.S. Route #50)
Cameron Station, Alexandria, Va. (Army)(Duke St., Alexandria)
Bolling Air Force Base (Air Force)(Foot of Portland St., S.E. Washington)

The standard active duty, retired with pay, or dependents Identification Card allows immediate admittance to these facilities.



NAVY EXCHANGE

The Navy Exchange Facilities are as follows:

NAVY EXCHANGE STORE: Located in the basement of Building #1.

Hours of operation: 0900 - 1700 Monday - Friday
0900 - 1200 Saturday

TAILOR SHOP: Located across from NNMC Security Office in Bsmt. Building #1.

Hours of operation: Same as Navy Exchange Store

CAFETERIA: Located directly across from Crew's Library on the First Deck, Building #2.

Hours of operation: 0730 - 1500 and 1600 - 2200 Daily

LAUNDRY & DRY CLEANING: Located in Ward 108.

Hours of operation: 0800 - 1700 Monday - Friday
0800 - 1200 Saturday

BARBER SHOP: Located next to the cafeteria in Building #2.

Hours of operation: 0800 - 1700 Monday - Friday
0800 - 1300 Saturday

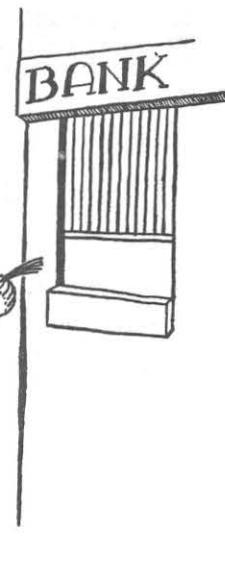


NNMC BANK

Banking facilities for naval personnel are available. The Bank of Bethesda, Maryland, maintains a branch of its institution in Building #2 across from the Navy Exchange Cafeteria.

Hours are:

0900 - 1400 Monday through Friday



POST OFFICE

The United States Post Office Department maintains a branch post office which is located in the basement of Building #1.

Hours are:

0900 - 1600 Monday - Friday



MEDICAL LIBRARY

The Edward Rhodes Stitt, Medical Library is located in Room 210 of Building #1. There are approximately 35,000 medical books, journals (principally on clinical subjects) and pamphlets available to the staff.

TECHNICAL REFERENCE LIBRARY

The NMRI Technical Reference Library is located in Room 140 of Building #17. Its collection of 9,000 books and several thousand research reports emphasizes the physical and biological sciences. The library serves primarily the staff of NMRI, but is open for reading to staff of other commands.

CREW'S LIBRARY

The Crew's Library, located in Room 105, Building #2, is available to both patients and staff. It contains approximately 14,000 books and over 600 different publications including news, sports, literary and hobby magazines. The library operates from 0830 to 1630 and 1815 to 2100 daily and on Saturday from 0800 to 1200.

NNMC INFORMATION AND EDUCATION OFFICE

The NNMC Information and Education Office is located in Building #102 and operates from 0800 to 1630, Monday through Friday. Services are available to all military personnel attached to the NNMC and Component Commands to provide opportunity for educational advancement in both military and civilian categories; as well as to provide information in regard to insurance and civil readjustment.



RECREATIONAL FACILITIES

Recreational facilities are available at NNMC to satisfy a wide variety of interests:

9 hole golf course

4 bowling alleys (Basement of Building #23)

5 tennis courts

Swimming pool (Building #23)

Gymnasium for basketball (varsity sport); volley ball; weight lifting and boxing (Building #23)

Athletic field - 2 softball diamonds and football field

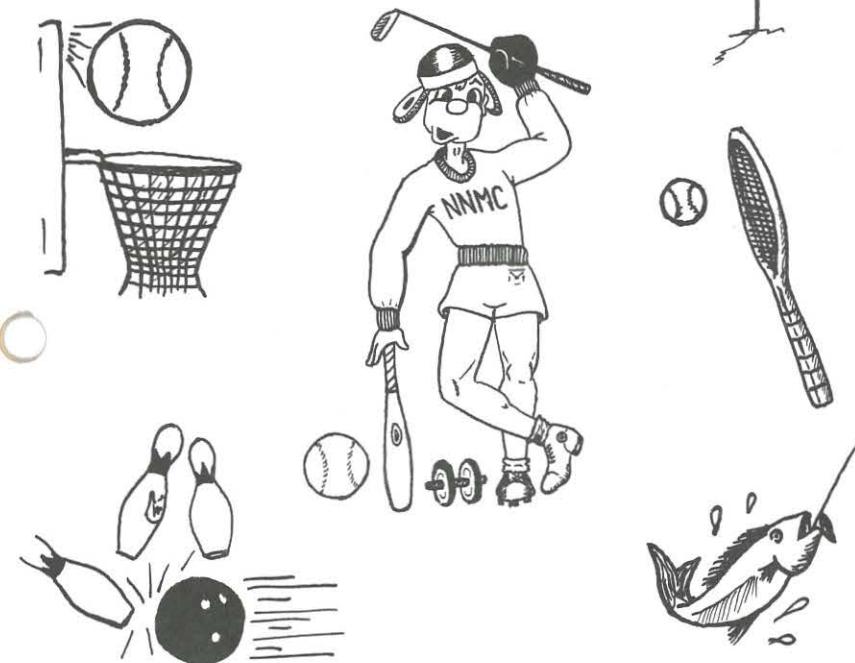
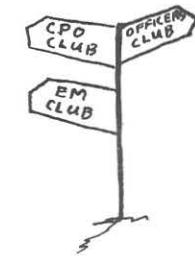
Stone Lake Recreation Area has facilities for picnicking, boating and fishing

Center theater (Second deck of Building #2)

Commissioned Officers Mess (Open) (Building #23)

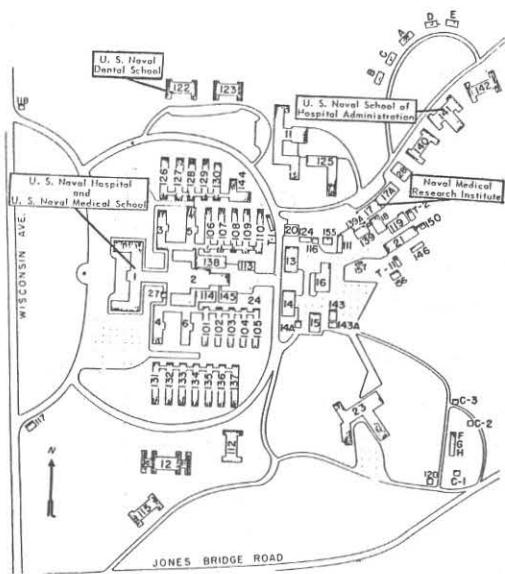
Chief Petty Officers Mess (Open) (Building #23)

Enlisted Mens Club "The Breakers" (Building #23)



NATIONAL NAVAL MEDICAL CENTER

BUILDING LOCATION PLAN



O-BUILDING NUMBERS
E-ELEVATOR
S-STAIRWAY



BUILDINGS OTHER THAN 1 & 2

- 11 Nurses Quarters
- 12 Enlisted Barracks, USNH
- 23 Special Services - All Clubs
- 101 Exchange Offices - Housing Office Personnel Department, NNMC
- 102 Disbursing Office - Asst. for Women Info. & Education Office
- 112 Enlisted Bks., NNMC & NMS Staff
- 115 Enlisted Barracks, USNH
- 123 WAVES Barracks (All Commands)
- 125 BOQ
- 131 Hosp. Corps Training Office Enlisted Personnel Off., USNH
- 140 Enlisted Bks., NMS Student - CPO
- 141 Enlisted Bks., NDS - NMRI

"A" BASEMENT LEVEL - BLDG. 1 & 2

- A-1 Security & JDO, NNMC
- A-2 Mail Room, NMS
- A-3 Tailor Shop
- A-4 Medical Photography, NMS
- A-5 Pharmacy, USNH
- A-6 Navy Exchange Store
- A-7 Postal Directory Service
- A-8 Enlisted Mess Hall
- A-9 Security Office, USNH
- A10 Staff Clinic (Stick Call), NNMC
- A11 Commissioned Officers Mess

"B" FIRST FLOOR - BLDG. 1 & 2

- B-1 Information Desk, USNH
- B-2 Officer of the Day, USNH
- B-3 Commanding Officer, USNH
- B-4 Information Desk, NDS
- B-5 Commanding Officer, NDS
- B-6 Administrative Officer, NDS
- B-7 Personnel Officer, NDS
- B-8 Chief Nurse, USNH
- B-9 Administrative Officer, USNH
- B10 Blood Donor Center, NMS
- B11 Patient Record Office, USNH
- B12 Admission Room, USNH
- B13 Enlisted Library
- B14 Cafeteria - Fountain
- B15 Barber Shops
- B16 Mail Room, USNH-B-17 CMAA, NDS

"C" SECOND FLOOR - BLDG. 1 & 2

- C-1 Executive Officer, NMS
- C-2 Commanding Officer, NMS
- C-3 Administrative Officer, NMS
- C-4 Officer Personnel, NMS
- C-5 Administrative Officer, NNMC
- C-6 Commanding Officer, NNMC
- C-7 Enlisted Personnel Office, NMS
- C-8 Board Room, NMS
- C-9 Legal Assistance Officer, NNMC
- C10 Central Files-Communications
- C11 Chaplains Office, NNMC
- C12 Telephone Office, NNMC
- C13 Finance Officer, NNMC
- "D" Third Floor - Bldg. 1 & 2
- D-1 CMAA, NMS

